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1 **CHAPTER 21.02: BOARDS, COMMISSIONS, AND MUNICIPAL**
2 **ADMINISTRATION**

3 **21.02.010 PURPOSE**

4 This chapter identifies the roles and responsibilities of appointed and elected boards and
5 commissions and the duties of the municipal staff in the administration of this title.

6 **21.02.020 BOARDS AND COMMISSIONS GENERALLY**

7 **A. Summary Table of Major Decision-Making and Review Responsibilities**

- 8 1. Table 21.02-1 summarizes the major review and decision-making responsibilities
9 of the assembly, the municipal staff, and the other entities that have roles in the
10 procedures set forth in chapter 21.03, *Review and Approval Procedures*. Such
11 other entities are referred to in this chapter as the “boards and commissions
12 within the scope of this chapter” and include: the planning and zoning
13 commission; the platting board; the zoning board of examiners and appeals; the
14 board of adjustment; the urban design commission; and the geotechnical
15 advisory commission.
- 16 2. Table 21.02-1 is a summary tool and includes many, but not all, duties of these
17 entities. Other duties and responsibilities are set forth in subsequent sections of
18 this chapter and this title and other parts of the municipal code. Some other
19 duties and responsibilities not listed in the table may require public hearings.
- 20 3. The referenced notes are set forth immediately below the table.
- 21 4. Even though not referenced in this chapter, other boards, commissions,
22 government agencies, and non-governmental agencies may be asked to review
23 some applications, including, but not limited to, rezonings, site plans, and
24 subdivisions. Title 21 matters referred to other agencies will follow the
25 procedures established in chapter 21.03, *Review and Approval Procedures*.

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TABLE 21.02-1: SUMMARY OF MAJOR TITLE 21 DECISION-MAKING AND REVIEW RESPONSIBILITIES								
<p>NOTE: This table summarizes the major review and decision-making responsibilities for the procedures contained in Chapter 21.03. Exceptions to general rules apply; see Chapter 21.03 for details on each procedure.</p> <p>A = APPEAL = Authority to Hear and Decide Appeals D = DECISION = Responsible for Review and Final Decision H = HEARING = Public Hearing Required R = REVIEW = Responsible for Review and/or Recommendation Only</p>								
Section	ASBLY	PZC	PB	ZBEA	BOA	UDC	MS	
Amendments to Comprehensive Plan, Substantive	21.03.030C.	D-H	R-H			R [4]	R	
Amendments to Comprehensive Plan, Cosmetic	21.03.030D.	D	R				R	
Amendments to Text of Title 21	21.03.040	D-H	R-H [1]	R-H [1]		R [4]	R	
Rezoning (Map Amendments)	21.03.050	D-H	R-H			R [5]	R	
Preliminary Plat	21.03.060C.5.		D-H [4]	D-H		A	R [5]	R
Final Plat	21.03.060C.6.			D-H [2]			D [2]	
Abbreviated Plat	21.03.060D.		A [3]	A-H [6]		A-H [6]	D	
Right-of-Way Acquisition Plat	21.03.060F.			A			D	
Conditional Uses	21.03.070		D-H			A-H	R [5]	R
Site Plan Review, Administrative	21.03.080B.					A-H	D	
Site Plan Review, Major	21.03.080C.		A-H			D-H	R	
Public Facility Site Selection (except schools)	21.03.090	A-H	D-H				R	
School Site Selection	25.25	D	R-H				R	
Road and Trail Review	21.03.100		R [7]			D [7]	R	
Special Flood Hazard Permits	21.03.110				A-H		D	
Land Use Permits	21.03.120				A-H		D	
Certificates of Zoning Compliance	21.03.130				A-H		D	
Sign Permits	21.03.140				A-H		D	
Record of Survey Maps	21.03.150			A			D	

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 D = DECISION = Responsible for Review and Final Decision
 H = HEARING = Public Hearing Required
 R = REVIEW = Responsible for Review and/or Recommendation Only**

	Section	ASBLY	PZC	PB	ZBEA	BOA	UDC	MS
Vacation of Public Property Other Than Utilities	21.03.160	A-H		D				R
Vacation of Public Utility Easements	21.03.160	A-H						D
Verification of Nonconforming Status	21.03.170				A-H			D
Minor Modifications	21.03.180				A-H			D
Variances [from all other provisions of this title except chapter 21.08, <i>Subdivision Standards</i> , and chapter 21.10, <i>Signs</i>]	21.03.190				D-H	A	R [5]	R
Variances [from the provisions of chapter 21.08, <i>Subdivision Standards</i>]	21.03.190			D-H		A		R
Variances [from the provisions of chapter 21.10, <i>Signs</i>]	21.10.110					A	D-H	R
Variances [from bulk regulations In CBD Districts]	21.04.030 D.2.b.					A	D-H	R
Assembly Alcohol Approval	21.03.220	D-H						R
Neighborhood or District Plans	21.03.240	D-H	R-H					R
Area Master Planning	21.03.250A.	D-H	R-H					R
Development Master Planning	21.03.250B.		D-H			A	R [5]	R
Institutional Master Plan Review	21.03.250C.	D-H	R-H				R [5]	R
Other Administrative Decisions					A-H			D
Interpretation of Zoning District Boundaries	21.01.050C.				A-H			D
NOTES: [1] Code amendments relating to chapter 21.08, <i>Subdivision Standards</i> , require a hearing by the platting								

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A = APPEAL = Authority to Hear and Decide Appeals
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Section	ASBLY	PZC	PB	ZBEA	BOA	UDC	MS
board. All other code amendments require a hearing by the planning and zoning commission.							
[2] A hearing is required for final plats differing from preliminary plats. Otherwise a final plat may be granted administrative approval.							
[3] See 21.03.060D.4.f., <i>Appeals</i> .							
[4] The entity has review responsibility only when appropriate, as specifically provided in this title.							
[5] The urban design commission may review and make recommendations if delegated such responsibility by the entity with final decision-making authority for the application.							
[6] The appeal body for decisions on abbreviated plats depends on the body making the initial decision. See section 21.03.060D., <i>Abbreviated Plat Procedure</i> .							
[7] See section 21.03.100C.1.							
KEY TO ABBREVIATIONS:							
ASBLY = Anchorage Assembly							
PZC = Planning and Zoning Commission							
PB = Platting Board							
ZBEA = Zoning Board of Examiners and Appeals							
BOA = Board of Adjustment							
UDC = Urban Design Commission							
MS = Municipal Staff							

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B. Composition of Boards and Commissions

1. Size of Appointed Bodies

The planning and zoning commission, platting board, zoning board of examiners and appeals, urban design commission, and geotechnical advisory commission shall each consist of nine members. The board of adjustment shall consist of three members.

2. Qualifications for Appointive Office

Members of appointed boards and commissions shall be qualified in accordance with AMC section 4.05.035 and shall also meet any other qualifications for membership to specific boards and commissions set forth in this chapter.

3. Board and Commission Appointment and Confirmation

a. Appointments to boards and commissions within the scope of this chapter shall be made by the mayor and confirmed by the assembly in accordance with the rules set forth in section 5.07(b) of the *Anchorage Municipal Home Rule Charter* and AMC section 4.05.030.

b. When transmitting to the assembly for confirmation the name of appointees to the boards or commissions within the scope of this chapter, the mayor shall cause a notice of a ten-day comment period inviting public comment on the qualifications of such appointees to be published in a newspaper of general circulation in the municipality. The notice shall advise that comments shall be in writing and filed with the municipal clerk. Upon receipt, the municipal clerk shall forward comments received to the mayor and the assembly. The assembly shall

1 not take action on any appointment to the named boards or commissions
2 until after the close of the public comment periods.

3 **C. Conduct of Boards and Commissions**

4 This subsection sets forth procedures that apply, unless otherwise indicated, to all boards
5 and commissions within the scope of this chapter.

6 **1. Absence of Member**

7 Any member of an appointed board or commission anticipating an absence from
8 a meeting of their board of commission shall so advise the chair or secretary
9 prior to the meeting.

10 **2. Agenda**

11 Each board and commission shall adopt a general agenda order for all meetings.
12 The specific agenda for each regular meeting of a board or commission shall be
13 prepared by the secretary and shall be distributed to each member at least seven
14 days prior to the meeting, except for special meetings, the procedure for which is
15 set forth in AMC section 1.25.015.

16 **3. Meeting Time and Location**

17 Each board and commission shall establish a regular meeting time and location
18 for regularly scheduled meetings, and shall adopt procedures for publicizing
19 changes to such time and location when necessary, pursuant to AMC section
20 4.05.090.

21 **4. Officers**

22 Each board and commission shall have a chair and a vice-chair, pursuant to
23 AMC section 4.05.070; shall establish procedures for the selection of such
24 officers; and shall adopt rules assigning the duties of such officers.

25 **5. Code of Ethics**

26 In addition to and amplifying the provisions of AMC chapter 1.15, the planning
27 and zoning commission, the platting board, the urban design commission, and
28 the zoning board of examiners and appeals and their members, in the
29 performance of their quasi-judicial, adjudicatory responsibilities in all matters
30 before them, including all matters which their members should reasonably know
31 or expect to come before them, shall:

32 **a.** Make their decisions solely on the applicable law and the evidence in the
33 record presented to the panel through the clerk or secretary of the board
34 or commission or, when permitted, submitted to the panel in an open
35 hearing on the record;

36 **b.** Be impartial in fact and in appearance in the performance of their
37 functions, which means that the panel and its members shall make their
38 decisions without any personal or financial bias, prejudice, or partiality
39 with respect to any person, party, or principle of law; and

40 **c.** Conduct their proceedings according to the applicable procedures
41 provided by law.

1 **6. Conflict of Interest**

2 **a.** No member of an appointed board or commission under this chapter
3 shall participate in any decision in which the board or commission
4 determines either that such member has a conflict of interest, as defined
5 in AMC section 3.60.070; or that such member has a personal interest or
6 involvement in the case that would prevent that member from fairly
7 evaluating the case; or that, based on all surrounding circumstances,
8 participation by such member would create the appearance of
9 impropriety in the proceedings. All members shall abide by the code of
10 ethics at AMC chapter 1.15.

11 **b.** The determination shall take into consideration the interest of the public
12 in boards and commissions that have familiarity with the community and
13 its past and future development. No member shall be excused from
14 participation solely on the basis of personal familiarity with the case or
15 the parties involved.

16 **c.** Any member who has a possible conflict of interest in a pending matter
17 shall bring this information to the attention of the chair before the staff
18 begins its presentation or as soon thereafter as the member recognizes
19 his or her possible conflict. It shall be the responsibility of each member
20 to fully disclose facts showing any known conflict of interest or other
21 personal interest or involvement.

22 **d.** Immediately upon discovering the existence of any conflict of interest
23 prohibited by this subsection 6., the municipal code, or any state law
24 applicable to local government officials, the board or commission
25 member shall fully disclose on the record in open session of the board or
26 commission the nature of and the facts creating the conflict and shall be
27 disqualified from any participation in or communications with other
28 members of the board or commission on the matter with which a conflict
29 exists.

30 **e.** Upon the affirmative vote of a majority of all remaining board or
31 commission members present, a member who has a possible conflict of
32 interest in a matter for decision may participate in the discussion of that
33 matter and the decision upon that matter. Such vote shall be recorded
34 on the public record.

35 **f.** Any member found by the board or commission to have a conflict of
36 interest with regard to a particular matter shall not participate in any
37 manner in that matter.

38 **7. Ex Parte Contacts Prohibited**

39 **a.** The intent of this subsection is to ensure that applicants in quasi-judicial
40 proceedings required under this title receive fair and impartial hearings.
41 For purposes of this subsection, the term “quasi-judicial” applies to any
42 proceeding in which the assembly or a board or commission is required
43 to investigate facts, ascertain the existence of facts, hold hearings, weigh
44 evidence and draw conclusions, and exercise discretion of a judicial
45 nature.

- 1 b. As established by AMC section 3.60.065, members of boards and
2 commissions acting in a quasi-judicial capacity shall refrain from
3 permitting ex parte contacts or communications with any person
4 regarding any matter pending before or which may be reasonably
5 expected to be pending before them.
- 6 c. If a member of a board or commission, acting in their quasi-judicial
7 capacity, obtains information outside of the public hearing process,
8 whether through inadvertent ex parte communications with interested
9 parties or through specific personal knowledge of a case, they shall fully
10 disclose the information or knowledge to the board or commission during
11 the public hearing, along with the source of that information.
- 12 d. Such ex parte communications or personal knowledge of a case shall not
13 constitute a conflict of interest or other basis for excuse from participation
14 in any case. Ex parte contacts shall be also prohibited for matters under
15 reconsideration by the board.
- 16 e. The prohibition against ex parte contacts remains in effect as long as a
17 matter may reasonably be expected to come before the board or
18 commission, until after all appeals and remands for further consideration
19 and reconsideration have concluded, or the time for such proceedings
20 has expired.
- 21 f. As part of the gathering of evidence to make a quasi-judicial decision
22 under this title, a board or commission may visit the site of a
23 development application.
- 24 i. Such a site visit shall not constitute a formal hearing, and
25 members shall not discuss the case during the visit, unless a
26 quorum of the board or commission is present and a duly noticed
27 hearing is opened pursuant to the rules of the board or
28 commission.
- 29 ii. A member may visit a development site individually, or a group
30 of members that does not constitute a quorum may visit the site.
31 In such cases, such member(s) shall report the visit to the other
32 members of the board or commission prior to the case hearing.
33 Such a report is not necessary if a quorum of the members of a
34 board or commission attend the site visit.

35 **8. Consent Agenda**
36 Any appointed board or commission within the scope of this chapter may
37 establish a consent agenda. The consent agenda shall consist of all matters
38 brought before the board or commission for action that do not require a public
39 hearing. All items on the consent agenda shall be approved by motion without
40 debate. An item may be removed from the consent agenda prior to the approval
41 at the request of any member of the board or commission present at the meeting.
42 Items removed from the consent agenda shall be taken up after voting on the
43 consent agenda, as appropriate.

1 **9. Meetings Open to Public**

2 All meetings of the appointed boards and commissions under this chapter shall
3 be open to the public except when executive session is authorized as provided in
4 AMC section 4.05.100. Except for votes required to be taken to organize a board
5 or commission, all votes shall be conducted in such a manner that the public may
6 know the vote of each person entitled to vote.

7 **10. Quorum – Official Action**

8 **a.** A majority of the full membership of the board or commission shall
9 constitute a quorum for the transaction of business, as provided in AMC
10 section 4.05.080.

11 **b.** Action by the board or commission shall require the favorable vote of a
12 majority of the full membership of the board or commission, less those
13 members excused for conflict of interest.

14 **11. Removal of Member**

15 A member of a board or commission within the scope of this chapter may be
16 removed from office in the following circumstances:

17 **a.** If the member is found by the board of ethics to have participated in any
18 matter with a conflict of interest therein; or

19 **b.** If the member fails to meet the attendance requirements set forth in AMC
20 section 4.05.060; or

21 **c.** If the office becomes vacant pursuant to section 7.01 of the municipal
22 charter, *Determining Vacancies*.

23 In such cases, the member shall automatically cease to be a member of his or
24 her board or commission and a vacancy shall exist.

25 **12. Public Hearings**

26 **a. Record of Proceedings**

27 A tape recording shall be made of each public hearing. The secretary
28 shall record the minutes. The minutes shall include each decision of the
29 board or commission, with findings made and the vote of each member
30 for the respective decision. A copy of the minutes shall be signed by the
31 secretary and submitted to the board or commission for approval.

32 **b. Testimony and Cross Examination**

33 **i.** Testimony of persons appearing before the board or commission
34 shall be limited as follows: applicant (including all his/her
35 representatives), ten minutes; representatives of groups, five
36 minutes; individuals, three minutes. The applicant may reserve
37 part of his or her time for rebuttal at the end of the public hearing.
38 The board or commission may extend the time period for any
39 person where it deems the additional testimony to be new and
40 necessary to its decision on the case. The chair may exclude or
41 terminate testimony not deemed to be relevant to the case
42 before the board or commission.

1 ii. Cross examination shall be permitted only through the chair.
2 Municipal staff and members of the board or commission may,
3 through the chair, question the applicant and other persons who
4 have testified. Any interested party may direct questions to the
5 staff or any person testifying by submitting the question to the
6 chair. The chair shall redirect the question to the appropriate
7 person unless he/she determines it to be irrelevant or that
8 presenting the question will unreasonably disrupt or delay the
9 proceeding. The chair may modify or restrict the scope, extent or
10 method of cross examination in order to assure the fundamental
11 fairness of the proceedings before the board or commission, to
12 prevent undue delay, irrelevant cross examination or harassment
13 of persons offering testimony to the board or commission.

14 c. **Subpoenas**
15 All parties shall have the right to subpoena witnesses and documents
16 using a form provided by the municipal clerk and submitted to the clerk
17 for issuance at least five working days before the date of the hearing.

18 d. **Representatives**
19 Persons appearing before a board or commission may appear in person
20 or through a personal representative or attorney. The representative
21 shall provide satisfactory proof of his or her authority upon the request of
22 the board or commission.

23 13. **Reconsideration**

24 a. **Immediate Reconsideration at a Board or Commission Meeting**
25 A member of a board or commission within the scope of this chapter may
26 move to reconsider or rehear a decision made pursuant to this title by
27 that board or commission, at the meeting during which such a decision
28 was made, so long as such member voted on the prevailing side in the
29 original decision.

30 b. **Notice of Reconsideration within 24 Hours**
31 A member of a board or commission within the scope of this chapter may
32 file notice of reconsideration with the secretary within 24 hours of the
33 original vote, not counting Saturdays, Sundays, or municipal holidays.
34 The notice of consideration shall be considered as a special order of
35 business at the next regular meeting. If the member who filed notice of
36 reconsideration is not in attendance at the next regular meeting, there
37 shall be no reconsideration of the decision.

38 14. **Resolutions**

39 All recommendations and decisions made by boards and commissions under this
40 title shall be made by written resolution and shall include precise findings made,
41 per subsection 21.03.020L. Resolutions shall be numbered consecutively within
42 each year, according to sequence of approval and shall be signed by the chair
43 and the secretary. The motion adopting the resolution shall show the vote of
44 each member.

45 15. **Secretary**

46 The director shall be the secretary of each appointed board and commission in
47 this chapter. In the director's absence, another member of the planning staff

1 shall act as secretary. The secretary shall keep a record of all meetings of each
2 board or commission and shall keep such files as may be required.

3 **16. Applicability of Other Provisions**

4 The provisions of this section 21.02.020 shall not be a limitation on more
5 restrictive rules regarding the conduct of boards and commissions set forth
6 elsewhere in the Anchorage municipal code or within this chapter specifically.

7 **21.02.030 ASSEMBLY**

8 **A. Review and Decision-Making Responsibilities**

9 The assembly of the municipality, constituted in accordance with the provisions of Article
10 IV of the *Anchorage Municipal Home Rule Charter* and other applicable laws, shall have
11 the review and decision-making responsibilities set forth in table 21.02-1, to be carried
12 out in accordance with the terms of this title.

13 **B. Other Powers and Duties**

14 In addition, the assembly shall have the following powers and duties, to be carried out in
15 accordance with the terms of this title.

- 16 1. Adopt policies, plans, design guidelines, and ordinances to implement the
17 municipal function of planning for the economic, social, and land use needs of
18 the community;
- 19 2. Take any other action not delegated to the planning and zoning commission,
20 platting board, zoning board of examiners and appeals, board of adjustment,
21 urban design commission, or municipal staff, as the assembly may deem
22 desirable and necessary to implement the provisions of this title.

23 **C. Rules of Procedure**

- 24 1. In its exercise of authority over title 21 cases, the assembly shall adhere to any
25 applicable procedures specified in chapter 21.03, *Review and Approval*
26 *Procedures*.
- 27 2. The rules of the assembly and conduct of hearings shall be as established under
28 title 2 of the Anchorage municipal code.
- 29 3. Where the procedures of this title grant authority to review and/or make
30 recommendations on a land use matter to a board or commission subordinate to
31 the assembly, the assembly shall not take final action until it has received and
32 taken notice of the review comments and recommendations of such subordinate
33 body or bodies, except that the assembly may take final action before receiving
34 review comments and recommendations of subordinate bodies if a motion to do
35 so is approved by a super-majority of assemblymembers.

36 **21.02.040 PLANNING AND ZONING COMMISSION**

37 **A. Review and Decision-Making Responsibilities**

38 As authorized by section 12.02 of the *Anchorage Municipal Home Rule Charter* and AMC
39 section 4.40.100, there shall be a planning and zoning commission, which shall have the

1 powers and duties set forth in table 21.02-1, to be carried out in accordance with the
2 terms of this title.

3 **B. Other Powers and Duties**

4 In addition, the planning and zoning commission shall have the following powers and
5 duties, to be carried out in accordance with the terms of this title:

- 6 1. Develop, review, and make recommendations to the assembly regarding policies,
7 plans, and ordinances to implement the municipal function of planning for the
8 economic, social, and land use needs of the community;
- 9 2. Review and make recommendations to the assembly and school board regarding
10 the annual capital improvement program of the municipality and school district;
- 11 3. Review and make recommendations to the mayor regarding the annual work
12 program of the department. The director shall submit the annual work program
13 to the commission for review before preparing the annual budget;
- 14 4. Promulgate regulations to implement or make specific the provisions of this title,
15 except provisions of chapter 21.08, *Subdivision Standards*; and
- 16 5. Exercise such other powers, and perform such other duties, as are provided by
17 law.

18 **C. Delegation of Authority**

19 The planning and zoning commission may delegate to other bodies the authority to
20 review and comment upon applications, but the commission shall retain final decision-
21 making authority over such applications.

22 **D. Recommended Qualifications**

23 At least four members of the commission should have professional experience in
24 architecture, planning, landscape architecture, or law, as well as practical experience and
25 knowledge of planning and/or real estate issues in the municipality.

26 **21.02.050 PLATTING BOARD**

27 **A. Review and Decision-Making Responsibilities**

28 As authorized by AMC section 4.40.110, there shall be a platting board, which shall have
29 the powers and duties set forth in table 21.02-1, to be carried out in accordance with the
30 terms of this title.

31 **B. Other Powers and Duties**

32 In addition, the platting board shall have the following powers and duties, to be carried
33 out in accordance with the terms of this title:

- 34 1. Review and make recommendations to the assembly regarding all proposed
35 amendments to chapter 21.08, *Subdivision Standards*, and all proposed
36 regulations to implement, interpret, or make specific chapter 21.08, *Subdivision*

1 *Standards.* The assembly shall not adopt such an amendment or regulation until
2 it has been reviewed by the platting board;

3 2. Authorize extensions of subdivision agreements as provided in section
4 21.08.060C., *Time Limit for Completion of Improvements*;

5 3. Hear and decide appeals under section 21.03.120E., *Improvements Associated*
6 *with Land Use Permits*; and

7 4. Exercise such other powers, and perform such other duties, as are provided by
8 law.

9 **C. Delegation of Authority**

10 The platting board may delegate to the urban design commission the authority to review
11 and comment upon a preliminary or final plat, or a site plan subject to review by the
12 platting board. However, such delegation shall be limited to issues of site design,
13 landscaping, and structure design, and the board shall retain final decision-making
14 authority over such applications.

15 **D. Recommended Qualifications**

16 At least four members of the platting board should have professional experience in
17 engineering, surveying, law, real estate, and/or construction.

18 **21.02.060 ZONING BOARD OF EXAMINERS AND APPEALS**

19 **A. Review and Decision-Making Responsibilities**

20 As authorized by AMC section 4.40.130, there shall be a zoning board of examiners and
21 appeals, which shall have the powers and duties set forth in table 21.02-1, to be carried
22 out in accordance with the terms of this title.

23 **B. Other Powers and Duties**

24 In addition, the zoning board of examiners and appeals shall have the following powers
25 and duties, to be carried out in accordance with the terms of this title:

26 1. Hear and decide appeals from enforcement orders pursuant to section
27 21.03.200B., *Appeals to Zoning Board of Examiners and Appeals*;

28 2. Adopt general rules or make findings in specific cases regarding proposed
29 changes of nonconforming uses, pursuant to section 21.11.030B., *Change of*
30 *Use*;

31 3. Interpret or make specific the provisions of this title, except provisions of chapter
32 21.08, *Subdivision Standards*;

33 4. Hear and decide appeals relating to section 21.11.040E., *Legalization of*
34 *Nonconforming Dimensional Setback Encroachments*;

35 5. Hear and decide appeals from decisions of the director regarding unlisted uses,
36 pursuant to section 21.03.210, *Use Classification Requests*; and

1 6. Exercise such other powers, and perform such other duties, as are provided by
2 law.

3 **C. Qualifications**

4 The zoning board of examiners and appeals shall include at least one attorney
5 (preferably with land use experience), at least one surveyor, at least one civil engineer,
6 and at least one planner.

7 **21.02.070 BOARD OF ADJUSTMENT**

8 **A. Review and Decision-Making Responsibilities**

9 As authorized by section 5.07 of the *Anchorage Municipal Home Rule Charter* and AMC
10 section 4.05.020, there shall be a board of adjustment, which shall have the powers and
11 duties set forth in table 21.02-1, to be carried out in accordance with the terms of this title.

12 **B. Composition**

13 There shall be a three-member board of adjustment with two alternates, whose members
14 are nominated by the mayor and confirmed by the assembly for three-year staggered
15 terms. The board's seats shall be designated seats 1, 2, and 3.

16 **C. Qualifications**

17 The board of adjustment shall include at least one attorney and at least one planner.

18 **21.02.080 URBAN DESIGN COMMISSION**

19 **A. Review and Decision-Making Responsibilities**

20 There shall be an urban design commission, which shall have the powers and duties set
21 forth in table 21.02-1, to be carried out in accordance with the terms of this title.

22 **B. Other Powers and Duties**

23 In addition, the urban design commission shall have the following powers and duties, to
24 be carried out in accordance with the terms of this title:

25 1. Advise the mayor, assembly, and planning and zoning commission regarding
26 urban design, northern setting design, and winter city design matters, including
27 design-related amendments to the comprehensive plan and title 21;

28 2. Review and make recommendations regarding any entitlement requests, in
29 accordance with authority delegated by the planning and zoning commission or
30 platting board under this title;

31 3. Determine eligibility for a proposed neighborhood conservation overlay district
32 and assist in the preparation of a neighborhood conservation plan pursuant to
33 section 21.04.080D.

34 4. Implement the art funding requirements for public buildings and facilities, as
35 stated in title 7.

1 5. Exercise such other powers, and perform such other duties, as are provided by
2 law.

3 **C. Recommended Qualifications**

4 At least four members of the urban design commission should have professional
5 experience in architecture, planning, landscape architecture, horticulture, engineering, or
6 practical experience and knowledge of design issues in the municipality.

7 **21.02.090 GEOTECHNICAL ADVISORY COMMISSION**

8 **A. Authority**

9 1. The geotechnical advisory commission shall serve as a technical advisory board
10 in the municipality as established in AMC section 4.50.050.

11 2. The commission shall act in an advisory capacity to the assembly, the mayor,
12 boards, commissions, and heads of municipal departments and agencies, and
13 shall have the following powers and duties:

14 a. To make recommendations and give advice on geotechnical engineering
15 issues and natural hazards risk mitigation.

16 b. To recommend and review special studies relating to geotechnical
17 engineering and natural hazards risk mitigation issues.

18 c. To act in an advisory capacity regarding proposed development located
19 in high or moderate snow avalanche hazard zones, in areas designated
20 with high or very high susceptibility to seismically induced ground failure,
21 and in areas susceptible to other natural hazards.

22 **B. Qualifications**

23 At least four members of the geotechnical advisory commission shall possess
24 professional civil engineering registration in the state of Alaska and have knowledge of
25 past studies of the natural hazards affecting the municipality. The remaining members
26 shall have skills and experience that complement the overall mission of the commission
27 (e.g., structural engineering, geology, hydrology, seismology, planning).

28 **21.02.100 MUNICIPAL STAFF**

29 Municipal departments shall have the review and decision-making responsibilities set forth in
30 table 21.02-1, to be carried out in accordance with the terms of this title. The departments also
31 shall have such additional powers and duties as may be set forth elsewhere in this title and other
32 ordinances, rules, and operating procedures of the municipality.

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